

# lowAccess Steering Committee

May 20, 1997

Des Moines Area Community College • Ankeny, Iowa

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## Steering Committee Members Present:

Jim Youngblood, Chair

Gerry Bair, Iowa Department of Revenue & Finance

Cynthia Eisenhauer, Iowa Workforce Development

Robert Koob, University of Northern Iowa

Sen. Mary Kramer, President, Iowa Senate

Henry Lai, US General Services Administration

Bob Layton, City of Urbandale

Todd Linden, Grinnell Regional Medical Center

Velma McCuiston, US Postal Service-WINGS

Charles Palmer, Iowa Department of Human Services

Nancy Richardson for Derryl Rensink, Iowa Department of Transportation

Phil Smith, Iowa Office for State-Federal Relations

Gretchen Tegeler, Iowa Department of Management

Hon. Marcia Ternus, Iowa Supreme Court

Paul Wieck, Iowa Department of Public Safety

## Staff Present:

Amy Campbell

Tom Slater

Shannon Tyler

## Introductions/Overview

Youngblood called the meeting to order and thanked the members for agreeing to be a part of the committee. He encouraged members to attend the work group meetings that will be held in the afternoon.

Youngblood reviewed the role of the Steering Committee in the lowAccess project. He noted that a challenge of the Steering Committee will be sustainability of the projects after the federal funding ends in September 1998.

Discussion followed and focused on the need for more private citizens/business representatives throughout the project. Slater noted that project teams are working to fill the teams and suggested that committee members forward potential names to staff.

## Mission of Steering Committee

Youngblood reviewed the draft mission statement with the Committee members. The members agreed upon the following draft mission statement and will review it again at the next meeting.

*Establish an environment that will ensure the success of the intergovernmental technology initiative.*

An alternative mission statement was also suggested.

*To create an environment that allows the public to exchange information and receive services electronically.*

## **Goals**

Youngblood reviewed the draft goals with the Committee and asked for member's suggestions. The following are the draft goals:

1. Address the concerns and needs of citizens by making sure that citizens are involved in the evaluation and refinement of new models and are represented throughout the intergovernmental technology initiative.
2. Ensure that the intergovernmental technology initiative incorporates assurances for security and confidentiality.
3. Promote intergovernmental initiatives that are efficient and effective in delivering services to citizens.
4. Demonstrate the advantages of intergovernmental technology initiatives to the public and government agencies.

The following items were discussed to be added to the goals:

- Measuring worker and customer satisfaction
- Sustainability

## **Scope Based on Dollars Available**

Slater stated that the budget is set, with some money set aside for security and contingencies. Lai noted that the Committee needs to encourage efficiency within the project so that money may be moved to other projects. Youngblood stated that when teams present to the Committee, it would offer an opportunity to review where adjustments can be made.

Members discussed the need for an evaluation component in the projects. Campbell noted that some projects may be hiring an outside evaluator, but that there is no evaluation standard currently in place. The members agreed to research standards and bring suggestions to the next meeting of the Committee.

## **Work Plan**

Slater reviewed the draft work plan, noting that it is a place to start and see what work needs to be accomplished. Members will review the work plan and bring comments to the next meeting.

### **Tracking/Reports**

Youngblood stated that the Steering Committee will decide the format for the reporting done by the projects. The members agreed to use e-mail to let members know when new information is available on the web page. Members also discussed the value project summaries and having presentations by work groups at Steering Committee meetings.

### **Scope Based on IITT Directive**

Youngblood stated that within each project there will be a mission, goals and objectives, standards, security and confidentiality, and business continuity. Discussion followed concerning the need for a business plan, it was noted that this could be covered in the objectives.

### **Meeting Schedule**

The next meeting of the Steering Committee will be June 19, 1997, from 9:00 am to 1:00 pm. The members agreed to meet on a quarterly basis, and more often as necessary.